



WESTERN PRINTING GROUP
SURVEY OF INDIA
PALAM VILLAGE ROAD
DELHI CANTT. – 10

**E-TENDER INVITING NOTICE FOR
PROCUREMENT OF PRINTING PAPER**

[Tender No.: WPG/126/15-A-S/126/E-PROCURE DATED 06/02/2018]

Western Printing Group, Delhi Cantt. Invites online bids under two bid systems (Technical bid and Financial bid) from reputed firms for the supply of Printing Paper.

The details of e-Tender with complete terms and conditions are available on the CPP portal i.e. <https://eprocure.gov.in/eprocure/app> as well as on Survey of India website: www.surveyofindia.gov.in (for reference only) and may be read out carefully before applying the same. Bids received by offline mode are not acceptable.

Critical Date Sheet

Published Date	06.02.2018 (16:00 hrs)
Document Download Start Date	07.02.2018 (11:00 hrs)
Document Download End Date	27.02.2018 (14:00 hrs)
Bid Submission Start Date	08.02.2018 (11:00 hrs)
Clarification Start Date	08.02.2018 (11:00 hrs)
Clarification End Date	27.02.2018 (14:00 hrs)
Bid Submission End Date	27.02.2018 (14:00 hrs)
Opening Date (Technical Bid)	28.02.2018 (15:00 hrs)

For any queries/clarification on content of Tender document, you may kindly contact, Western Printing Group at phone Nos. 011-25674886/25672167/25672140 or write to wpg.del.soi@gov.in . However, any queries relating to the process of online submission of bids relating to CPP portal in general may be directed to CPP portals **24 x 7 Help Desk Number 0120-4200462, 0120-4001002, 0120-4001005**

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DIRECTOR
WESTERN PRINTING GROUP

Terms & Conditions:-

1. The bid should be submitted online in two covers marked “**Technical Bid**” and “**Financial Bid**”. The list of documents (scanned copy) to be uploaded in each cover is listed in respective page of the portal.
2. The detailed specification of required paper is given in Annexure ‘A’. The quantities shown in Annexure ‘A’ are approximate and can be reduced or increased or even cancelled.
3. Tenderers must note that the tender once submitted will not be altered for whatsoever reasons and should not have any scope of ambiguity, cutting or overwriting.
4. **EMD:** The interested bidders will have to upload scanned copy of EMD instrument in the form of DD/BC only to tune of **Rs.25,000/-** in favour of **E&AO, Western Printing Group** and payable at **New Delhi** in the Technical Bid Cover. The original EMD shall be sent to the following address on or before the date of opening of Technical Bid otherwise the bid will be considered as nonresponsive. The EMD will be refunded to the unsuccessful bidders except of **L-1 and L-2 bidders**.

The Director,
Western Printing Group,
Survey of India, Palam Village road,
Near Palam Railway X-ing
Delhi Cantt-110010

5. The successful L-1 bidder will have to supply the Printing Paper **within 15 working days** at their own cost from the date of issue of Purchase/Supply Order.
6. In case, if the L-1 bidder does not supply Printing Paper within 15 working days, the Bid security / EMD deposited by him shall be forfeited without any communication. Thereafter, the purchase order will be offered to the L-2 bidder at the price offered by L-1 bidder.
7. **SAMPLE:** Bidder shall submit Sample Sheets of Map litho Paper(in 23”x 36”-70 GSM / Art Card and in 22”x28”- 210/220 GSM) **with Mill Name** to Director, Western Printing Group, Survey of India, Palam Village road, Near Palam Railway X-ing, Delhi Cantt-110010 on or before the date of opening of the Technical Bid, otherwise the bid will treated as non responsive.
8. In case of any dispute arises relating to any aspects of this contract between two parties, the decision of the WPG shall be final and binding on the successful bidder.
9. In case the date of opening of tender is declared as a holiday on any account, the opening will be taken place on the next working day.
10. L-1 will be decided on item-wise basis.
11. The WPG reserve the rights to cancel the e-tender without assigning any reason there on.

12. DOCUMENTS TO BE UPLOADED ON THE PORTAL ARE AS UNDER:

- (i) EMD/BID SECURITY in favour of **E&AO, Western Printing Group** payable at **New Delhi** amounting to Rs.25,000/- (Rupees Twenty Five thousand only).
- (ii) GST registration certificate.
- (iii) Tender Acceptance letter (Annexure 'B').
- (iv) Undertaking for non-blacklisting firm and non-registration of criminal case.
- (v) Scanned copy of latest ITR of the firm.
- (vi) Confirmation on submission of Sample to Western Printing Group, Palam

13. FINANCIAL BID / SCHEDULE:-

The FINANCIAL bid shall be filled on-line as per proforma / BOQ - Bill of Quantity for each item and inclusive all charges like packing, forwarding and delivery charges etc. to the consignee's site in the excel sheet. Taxes shall be shown separately.

Sl. No.	Description	Quantity	Rate	Remarks
1.	MAPLITHO PAPER 23" x 36" – 70 GSM	550 Reams (Approx.)	<u>Rate should be quoted Per Ream</u>	LONG GRAIN
2.	Art Card 22" x 28" – 220 GSM	7000 Sheets (Approx.)	<u>Rate should be quoted Per Card Sheet</u>	

14. BID VALIDITY: The Bid should remain valid up to next FOUR months from the date of placing the supply order.

15. The authorized representative with proper authority letter from the Firms will only be allowed to attend the Tender Opening.

16. SECURITY DEPOSIT: Successful bidder will have to furnish Security Deposit valid for six months at the **rate of 10% value of** the order in the form of Bank Draft / Fixed Deposit Receipt of any Nationalised Bank in favour of "Establishment & Account Officer", Western Printing Group, Survey of India, Delhi Cantt.-10 on receipt of Award of Contract(AoC).

17. INSPECTION: The final inspection of the supply of the paper will be done at consignee's site i.e. by the Director, Western Printing Group, Delhi Cantt. – 10. or his authorised representative against the approved sample.

18. PACKING: The Printing paper is required to be securely packed to avoid damage in transit and to prevent moisture. Each packet / bundle should have packing note. Damaged paper, if any, will not be accepted. All defected paper has to be replaced free of cost.

TECHNICAL SPECIFICATION

Sl. No.	Description	Quantity	Remarks
1.	MAP LITHO PAPER 23" x 36" – 70 GSM	550 Reams (Approx.)	LONG GRAIN
2.	Art Card 22" x 28" – 220 GSM	7000 Sheets (Approx.)	

General Requirements :**(For Map Litho Paper)**

- (i) It should natural white in colour.
- (ii) It should of long grain in machine direction.
- (iii) It should be free from specks, pinholes and embossments of heavy engravings.
- (iv) It should have uniform grain formations.
- (v) It should have seized surface.
- (vi) It should be suitable for multicolour printing.
- (vii) It should not curl / crease, tear or split during printing.
- (viii) It should be subjected to change in humidity from 20% to 75% and change in the dimension shall not be more than 0.4% in MD and 0.8% in CD.
- (ix) It should be devoid of fluff.
- (x) It should have storage life up to 10 years.
- (xi) Specification of Printing Paper should be as BIS – 1848

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DIRECTOR
WESTERN PRINTING GROUP

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

(Enclose with Technical Bid)

To

The Director,
Western Printing Group
Palam Village Road, Near Palam Railway Station
Delhi Cantt-10

Date: _____

Sub: **TENDER FOR SUPPLY OF PRINTING PAPER- acceptance of Terms & Conditions of Tender.**

Tender Reference No: **WPG/126/15-A-S/126/E-PROCURE DATED 06/02/2018**

Dear Sir,

1. I/We have downloaded the tender document(s) for the above mentioned "Tender/Work" from the web site(s) namely:
_____ as per your advertisement given in the above mentioned website(s).
2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No.1 & __ (including all documents like annexure(s), etc), which form part of the contract agreement and I/we shall abide hereby by the terms/conditions/clause contained therein.
3. The corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document (s)/corrigendum(s) in its totality / entirely.
5. In case any provisions of this tender are found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

INSTRUCTIONS FOR ONLINE BID SUBMISSION

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app> .

REGISTRATION :

- i) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal: <https://eprocure.gov.in/eprocure/app> by clicking on the link “**Click here to Enroll**” on the CPP Portal is free of charge.
- ii) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- iii) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- iv) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate(Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / NIC/ (n)Code / eMudhra / Capricon etc.), with their profile.
- v) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC"s to others which may lead to misuse.
- vi) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

i) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.

ii) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective „My Tenders“ folder.

This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

iii) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- i) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- ii) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- iii) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR formats. Bid documents may be scanned with 100 dpi.
- iv) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" are available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- i) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- ii) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- iii) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- iv) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to Tender Inviting Office i.e. **The Director, Western Printing Group, Survey of India, Palam Village Road, Near Palam Railway X-ing, New Delhi-110010** latest by the last date of bid submission. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- v) BOQ provided with tender document (excel sheet) format to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in online excel format provided with this tender and no other format is acceptable.

vi) Bidders are required to download the BOQ provided with tender document (excel sheet) file, open it and complete the coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename in the respective cover. If BOQ provided with tender document (excel sheet) file is found to be modified by the bidder, the bid will be rejected.

vii) The serve time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

viii) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.

ix) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

x) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

xi) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- i) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- ii) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is **Number 0120-4200462, 0120-4001002, 0120-4001005**