

No.D.13013/01/2012-Genl.
Government of India
Ministry of Drinking Water & Sanitation

8th floor, Paryavaran Bhavan,
CGO Complex, Lodhi Road,
New Delhi - 110 003

Dated : the 26th June, 2011

2 July

To,

As per list enclosed.

**Subject: Annual Contract for supply of Photocopy paper for use in
Ministry of Drinking Water & Sanitation.**

Ministry of Drinking Water & Sanitation invites sealed quotations for the supply of Photocopy paper for the use in Ministry.

2. Interested firms/agencies who have past experience in providing these items as specified in Annexure-I may send their quotations/tenders quoting rates at which they would be able to supply photocopy paper of various brand and sizes for Ministry of Drinking Water & Sanitation, New Delhi. The terms and conditions are at Annexure-II.

3. The cover containing the quotations/tenders should be sealed, super scribed "Quotations/tenders for Photocopy Paper" and should be addressed to the Under Secretary (Admn.), 8th Floor, Paryavaran Bhavan, CGO Complex, Lodhi Road, New Delhi-110 003 and delivered in the this address. The quotation/tenders received after the last date and time prescribed and or received in any manner other than mentioned above would not be opened and would be summarily rejected. The schedule of receipt and opening of quotations is as under:

Last Date & Time for receipt of quotation/tender : 9th July, 2012 (3.00 PM)
Date & Time for opening of quotation/tender : 9th July, 2012 (4.00 PM)

4. A bank draft of Rs.10,000/- (Rupees Ten Thousand only) in favour of DDO, Ministry of Drinking Water & Sanitation, New Delhi as earnest money is also to be deposited along with the quotation/tender.

5. The quotations/tenders will be opened in the presence of the tenderers or their representatives who may like to be present at the time of opening the tender.

6. The undersigned reserves the right to reject any or all the quotations without assigning any reason therefore.

Encl.: As mentioned above.


(K. Narayana Reddy)

Under Secretary to the Government of India
Telefax : 2436 8612

Copy to:

1. Technical Director, NIC, Ministry of Drinking Water & Sanitation for hosting on Ministry's web-site.
2. CPP Portal.

ANNEXURE-I

S. No.	Item	Rates per unit	Tax, if any	Net rates
1	Photocopy paper (JK copier) A-4 Size, 75 GSM, mill packed 500 sheet.			
2	Photocopy paper (JK copier) F-S Size, 75 GSM, mill packed 500 sheet.			
3	Photocopy paper (Xerox-Modi) A-4 Size, 75 GSM, mill packed 500 sheet.			
4	Photocopy paper (Xerox-Modi) F-5 Size 75 GSM, mill packed 500 sheet.			

1. Rates should be indicated strictly in above proforma only.
2. I shall abide by terms and conditions stipulated in Annexure-II of this tender notice.

Signature of the authorized signatory of the
Tenderer with the seal of the firm.

ELIGIBILITY CRITERIA AND TERMS & CONDITIONS

1. The invitation is open to all registered/well established suppliers.
2. Ministry of Drinking Water & Sanitation requires these items for its use. These items are generally purchased as and when required.
3. The firm should be in a position to supply these items mentioned in the schedule of goods at short notice as well as on holidays/Sundays also as and when required.
4. The owner/ firm should be available on his own direct telephone (office as well as residence) and also on mobile phone so as to enable this Ministry to call him in emergency cases. Mobile number (s) may also be given.
5. The supplier will be responsible for delivery of the goods in good condition in the Ministry of Drinking Water & Sanitation Office or at a place selected by the Ministry of Drinking Water & Sanitation, at his own risk and cost.
6. Quotations for part items indicated in schedule of goods will only be accepted in case of non-availability of quotations for all items contained in the schedule of goods.
7. Tenderers may please quote their **unconditional** rates strictly as per schedule of items enclosed. Cutting/overwriting, if any, should be countersigned by the tenderer.
8. Ministry of Drinking Water & Sanitation reserves the right to reject any or all the tender in full or part without assigning any reason therefore and without giving any compensation. The decision of Ministry of Drinking Water & Sanitation in this regard shall be final and binding on all.
9. A Bank Draft of Rs.10,000/- (Rupees ten thousand only) in favour of DDO, Ministry of Drinking Water & Sanitation, 8th floor, Paryavaran Bhavan, CGO Complex, Lodhi Road, New Delhi - 110 003. Earnest money is to be deposited along with the quotation/tender. If the firm is selected after finalization of the tender, and thereafter fails to enter into contract, the earnest money deposit will be forfeited.