

**UNIVERSITY OF DELHI
DELHI – 110007**



**Purchase of Photocopy Paper for the
University of Delhi,
Delhi- 110007**

e-TENDER DOCUMENT

UNIVERSITY OF DELHI

GENERAL BRANCH-II

Room No: 209, 2nd Floor, New Administrative Block, University of Delhi,
Delhi-110007
Tel-Fax: 011-27666764 and
Email: gb2@admin.du.ac.in

E-PROCUREMENT TENDER NOTICE

University of Delhi invites tenders under Two Bids System (Technical and Financial) from reputed & eligible agencies through e-procurement for purchase of photocopy paper (A-4, A-3 & Full Scape size)

Item	Details / Date
EMD	Rs. 75,000/-
Tender Document Cost	Rs. 1,000/-
Bid Document Download Starts Date	30/09/2016, 11.00 A.M.
Bid Submission Start Date	30/09/2016, 01.00 P.M.
Bid Submission End Date	21/10/2016, 03.00 P.M.
Bid Opening Date	21/10/2016, 04.00 P.M.

Notes:

- (i) All details regarding the subject tender are available on our websites www.du.ac.in and <https://eprocure.gov.in/eprocure/app>. Bidders are therefore, requested to visit our websites regularly to keep themselves updated.
- (ii) Manual bids shall not be accepted.**
- (iii) For submission of E-Bids, bidders are required to get themselves registered with <http://eprocure.gov.in/eprocure/app>.
- (iv) Tender document's cost and EMD should reach the **Section Officer, General Branch-II, Room No: 209, 2nd Floor, New Administrative Block, University of Delhi, Delhi-110007**, before the end date and time of bid submission. Failing which offer will be liable for rejection. Bidder, however have to attach scanned copies of tender cost and EMD documents along with their e-tender.
- (v) Clarifications/ queries, if any, can be addressed to the Section officer (General Branch-II) on telephone no. 011-27666764 and email: gb2@admin.du.ac.in

REGISTRAR

INFORMATION & INSTRUCTIONS FOR BIDDERS

Earnest Money Deposit	<p>Rs. 75,000/- (Rupees Seventy Five Thousand Only) in the form of Fixed Deposit Receipt (FDR) in favour of Registrar, University of Delhi, Payable at Delhi valid for a period of six months.</p> <p>EMD should the reach the Section Officer, General Branch-II, Room No: 209, 2nd Floor, New Administrative Block, University of Delhi, Delhi-110007, before the end date and time of bid submission. Bidders, however have to attach scanned copies of EMD documents alongwith the e-tender (technical bid). Earnest Money Deposit is not required to be submitted by those bidders who are registered with Central Purchase Organization e.g. DGS&D or National Small Industries Corporation (NSIC). Relevant document would be require to be furnished alongwith the Technical Bid.</p>
Cost of Tender Form (Non-Refundable)	<p>Rs. 1,000/- (Rupees One Thousand Only) through DD/Banker's cheque in favour of Registrar, University of Delhi, Payable at Delhi.</p> <p>Tender cost should reach the Section Officer, General Branch-II, Room No: 209, 2nd Floor, New Administrative Block, University of Delhi, Delhi-110007, before the end date and time of bid submission. Bidders, however have to attach scanned copies of tender cost document alongwith the e-tender (technical bid).</p>
Issue of Tender Document	<p>Tender Document may be down- loaded from the University website www.du.ac.in. and CPP portal https://eprocure.gov.in/eprocure/app as per the schedule.</p>
Bid Document Download Start Date	30/09/2016, 11.00 A.M.
Bid Submission Start Date and Time	30/09/2016. 01.00 P.M.
Bid Submission End Date and Time	21/10/2016, 03.00 P.M.
Technical bid Opening Date and Time	21/10/2016, 04.00 P.M.

INDEX

Sr. NO.	Content	Page No.
1.	Introduction	5
1.	Scope of Work	5
3.	Technical and Qualifying Criteria	5-6
4.	Terms & Conditions	6-7
5.	Instructions to Bidders for online Bid Submission	7-8
6.	Opening of Financial Bid and Evaluation	8
7.	Earnest Money Deposit and Cost of Tender Document	8
8.	Final Decision Making Authority	9
9.	Summary Rejection of Tender	9
10.	Amendment of Tender Document	9
11.	Performance Bank Guarantee	9-10
12.	Force Majeure	10
13.	Arbitration and Settlement of Disputes	10
14.	Taxes and Duties	10
15.	Terms of Payment	10
16.	Instruction for online bid submission	11-13
17.	Technical Bid (Annexure-I)	14-15
18.	Financial Bid (Annexure-II)	16
19.	Performance of Performance Bank Guarantee (Annexure-III)	17-18
20.	Acceptance Letter (Annexure-IV)	19
21.	Check List	20

1. INTRODUCTION

The University of Delhi is the premier University of the country and is known for its high standards in teaching and research and attracts eminent scholars to its faculty. It was established in 1922 as a unitary, teaching and residential University by an Act of the then Central Legislative Assembly.

2. SCOPE OF WORK

- 2.1 The Contract shall be valid for a period of one year from the date of issue of first Purchase Order.
- 2.2 During 2015-16, University of Delhi has procured photocopy paper of about Rs. 16,00,000/-. However, quantum of requirement for the year 2016-2017 may vary depending upon operational requirement.
- 2.3 The technical bids shall be opened online on the scheduled date and time and the samples of photocopy paper A-4 size (210mmx297mm) 75 GSM (500 sheets pkt), A-3 size (297mmx420mm) 75GSM (500 sheets pkt) and Full Scape size (215mmx345mm) 75 GSM (500 sheets pkt) submitted by the bidders alongwith their technical bid shall be technically verified.
- 2.4 The schedule time for opening of financial bids will be indicated later on the website CPP Portal <https://eprocure.gov.in/eprocure/app>
- 2.5 The financial bids of only those bidders shall be opened who have qualified the technical bid.
- 2.6 The lowest financial bidder shall be awarded the contract as per the terms and conditions hereafter.

3. TECHNICAL AND QUALIFYING CRITERIA

- 3.1 The bidder should have been in the business of Supply of Photocopy Papers at least for a period of three years. A certificate from the authorized signatory of the company is to be submitted along with the technical bid in this regard.
- 3.2 Any declaration of price of the product(s) in the Technical bid shall render the technical bid ineligible for further processing and the bid shall be summarily rejected.
- 3.3 The Bidder must have average annual turnover of Rs. 25 lakhs or more for the last three years in the relevant field. Copy of Chartered Accountant certificate for the last three years, viz., 2013-14, 2014-15, 2015-16 or Balance sheet or Profit & Loss account is to be uploaded with the Technical Bid.
- 3.4 The Bidder should have an experience of three years in supply of photocopy papers to Ministries/Govt. Departments/State Govt./PSUs/Banks etc. Certificate issued by an officer not below the rank of Section Officer are to be uploaded with the Technical Bid.

3.5 Self-attested Copies of Service Tax Registration certificate, VAT Registration Certificate and PAN Card have to be attached with Technical Bid.

- 3.6 The bidder must submit an Undertaking on its letter head that they have not been blacklisted by any State Government/Central Government/Public Section Undertaking/University in India in last 3 years. If, it is subsequently established or found that the bidding firm has given any false information or facts or has suppressed facts or manipulated the documents etc., the earnest money deposit or the performance deposit, as the case may be, will be forfeited and no excuse what so ever will be entertained therefor.
- 3.7 The bidder should submit the certificate that all the terms & conditions indicated in the tender document are acceptable to it.
- 3.8 The bidder should furnish all information in the prescribed proforma only and each page of the bid and supporting documents are to be duly signed by the bidder with seal.

4. TERMS & CONDITIONS

- 4.1 Conditional bids shall not be accepted.
- 4.2 Intending bidders are advised to visit University website www.du.ac.in and CPP Portal <https://eprocure.gov.in/eprocure/app> at least 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment. Bidders are advised to quote rates for all three sizes, otherwise bid will be rejected.
- 4.3 The rates to be approved in this tender shall be valid for the whole of the period of the contract and no upward revision will be allowed during the period of the contract.
- 4.4 After award of contract, it shall be the responsibility of the successful bidders to deliver the photocopy paper reams at Central Store of the University North Campus normally within 10 days from the date of order issued by the University between 9.00 AM to 1.00PM and 1.30 PM to 4.30 PM during working days. Unloading of goods/stores and delivery to store at above mentioned place shall be responsibility of the bidder.
- 4.5 The vendor will be liable to replace the rejected/damaged store within 05 days, failing which, appropriate action shall be taken by the University.
- 4.6 The bidder must not make any compromise on quality. In case it is found at some stage that the quality is inferior than the already approved sample, the contract is likely to be cancelled and suitable penalty will be imposed on the bidder, as decided by the University.
- 4.7 Applicable taxes should be mentioned separately in the Invoice(s).
- 4.8 The financial bids of those bidders shall be opened whose samples are found suitable as per specifications given at 2.5. The financial bids of those bidders whose samples are not found suitable shall not be opened at all.
- 4.9 The rates should be quoted in figures as well as in words for all the items in the enclosed list as per the given specifications.
- 4.10 The bidder is required to provide the contact details of a nodal person who can be contacted for supply of desired items even at a short notice, in case of any exigency.

- 4.11 No separate charges shall be paid for delivery of goods to the University.
- 4.12 Any sum of money due and payable to the bidder, including the Security Amount, deposited under this contract shall be appropriated by the University and set off against any claim to the University for the payment of a sum of money arising out of this contract or any other contract with the University.
- 4.13 In case of failure on the part of approved vendor to supply the above mentioned items as per Supply order within the stipulated period, the University shall be at liberty to purchase the said items from other sources and the approved vendor shall be liable to pay the excess amount which this University may have to incur being the difference of actual amount of purchase minus the amount as per approved rates. If, the failure continues for the second time or repeated on the part of approved vendor, the contract shall be cancelled and performance security amount would be forfeited apart from taking other legal action by the University.
- 4.14 The contract can also be terminated if the approved vendor dishonours the contract in any way (such as supply of goods of lower grade than the one approved) then the security amount deposited shall be forfeited. Any payment due in relation to the supply which is in question, shall not be made to the vendor.
- 4.15 The University reserves the right to terminate the contract at any time without assigning any reasons thereof.
- 4.16 The quantity mentioned in the tender document may vary depending upon requirement. The University will place Purchase Orders from time to time depending upon operational requirements at the approved rate(s).

5. INSTRUCTIONS TO BIDDERS FOR ONLINE BID SUBMISSION

- 5.1 The tender shall be submitted online in two parts viz., "Technical Bid" and "Financial Bid".
All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.
- 5.2 "Technical Bid" shall comprise of all documents as per **Annexure-I**. Cover-1 alongwith scanned copy of EMD & Tender document
- 5.3 "Financial Bid" Cover-2 shall comprise of the price bids as per pdf format of the items included in **Annexure-II**. The financial bids are to be submitted only in the Bill of Quantity (BOQ) format.
- 5.4 Tender acceptance letter must be signed by the authorized signatory of the bidder with seal. **(Annexure-IV)**
- 5.5 Conditional bids will not be accepted.
- 5.6 Bids shall be submitted online only at CPP portal: <https://eprocure.gov.in/eprocure/app>.
- 5.7 Bidders are advised to follow the instructions provided in the 'Instructions to the bidder for the e-submission of the bids online through the Central Public Procurement Portal for e-procurement at <https://eprocure.gov.in/eprocure/app>.
- 5.8 Bid documents may be scanned with 100 dpi with black and white option which

- helps in reducing size of the scanned document.
- 5.9 Bidder who has downloaded the tender from the University website www.du.ac.in and Central Public Procurement Portal (CPPP) <https://eprocure.gov.in/eprocure/app>, shall not tamper/modify the tender form including downloaded financial bid template in any manner. In case the same is found to be tempered/modified in any manner, the bid shall summarily rejected without prejudice to any further consequential action by the University and EMD would be forfeited and bidder is liable to be banned from doing business with University.
- 5.10 Intending bidder are advised to visit again University website www.du.ac.in and CPP Portal <https://eprocures.gov.in/eprocure/app> at least 3 days prior to closing date of submission of tender for any corrigendum/addendum/amendment.

6. OPENING OF FINANCIAL BID AND EVALUATION

After, the Technical Evaluation of the bids, the university will open the “Financial Bids” of all the technically qualified bidders at notified date and time. **The lowest financial bid with respect to all the items taken together shall only be considered for award.**

7. EARNEST MONEY DEPOSIT AND COST OF TENDER DOCUMENT:

- 7.1 Earnest Money Deposit is not required to be submitted by those bidders who are registered with Central Purchase Organization e.g. DGS&D or National Small Industries Corporation (NSIC). Relevant document would be require to be furnished alongwith the Technical Bid.
- 7.2 The Earnest Money (EMD) of **Rs. 75,000/-** (Rupees Seventy Five Thousand only) in the form of Demand Draft/Bank Guarantee/FDR issued by a Nationalized/Commercial Bank in favour of “Registrar, University of Delhi” must reach the **Section Officer, General Branch-II, Room No: 209, 2nd Floor, New Administrative Block, University of Delhi, Delhi-110007**, on or before the closing date & time of bid submission. Bidders, however have to attach scanned copies of EMD documents alongwith the e-tender. The Earnest money shall be accepted with a minimum validity of 6 months in the forms and shall be in favour of “Registrar, University of Delhi”, payable at Delhi.
- 7.3 The Cost of Tender of **Rs. 1000/-** (Rupees One Thousand only) in the form of Demand Draft/Bank Guarantee/FDR issued by a Nationalized/Commercial Bank in favour of “Registrar, University of Delhi” must reach the **Section Officer, General Branch-II, Room No: 209, 2nd Floor, New Administrative Block, University of Delhi, Delhi-110007**, on or before the closing date & time of bid submission. Bidders, however; have to attach scanned copy of tender cost alongwith the e-tender.
- 7.4 Bids without the cost of tender document and earnest money deposit shall summarily rejected. In case of successful bidder, the earnest money deposit will be returned on submission of Performance Bank Guarantee.
- 7.5 In the case of unsuccessful bidders, the Earnest Money Deposited will be refunded without any interest.

8. FINAL DECISION MAKING AUTHORITY

The University reserves the right to accept or reject any bid and to annul the process and reject all bids at any time, without assigning any reason or incurring any liability to the bidders, No claim whatsoever will be entertained/paid by the university to the bidder(s).

9. SUMMARY REJECTION OF TENDER:

The tenders not accompanied with Earnest Money Deposit, Cost of Tender Document shall be summarily rejected. Similarly, if the bidder proposes any alternation in or additions to the prescribed form of tender or decline to carry out any work of the tender document, or any conditions mentined, etc., his tender is liable to be rejected.

10. AMENDMENT OF TENDER DOCUMENT:

10.1 Before the closing date & time for submission of bid, the University may modify the tender document by issuing addendum/corrigendum.

10.2 Any addendum/corrigendum thus issued shall be a part of the tender document and shall be uploaded on the University website (www.du.ac.in) and CPPP <https://eprocure.gov.in/eprocure/app>. Prospective bidders must visit the website before filling and submission of Tender Document for such information.

11. PERFORMANCE BANK GUARANTEE:

11.1 The Performance Bank Guarantee of 5% of the total tendered value shall be deposited by the successful bidder within 10 days after issuance of the Letter of Purchase order. The Performance Bank Guarantee shall be accepted in the following form and shall be in favour of "Registrar, University of Delhi", payable at Delhi with a validity of months as under:-

i. Fixed Deposit Receipt (FDR) of a nationalized bank (16 months validity)

ii. Bank Guarantee (As per **Annexure-III**) (16 months validity)

iii. Demand Draft issued by a Nationalized/Commercial Bank.

11.2 The Performance Bank Guarantee will be returned without any interest after the completion of all formalities under the contract.

11.3 In case of non-submission of Performance Bank Guarantee within specified time, the earnest money will be forfeited and the University may consider to banned from doing business with University

11.4 If, after award of the contract, the successful bidder (L-1) fails to provide required number of photocopy paper reams, the contract is liable to be cancelled alongwith forfeiture of performance bank deposit and other consequential actions, banned from doing business with University.

12. FORCE MAJEURE:

The second party, against the other, in case of any failure or omission or calamities such as fires, floods, earthquakes, hurricanes, or civil strikes, under any statute or regulations of the Government, lock-outs, strikers, riots, embargoes from any political reasons beyond the control of any part including war (whether declared or not), civil war or state of insurrection shall give notice to other party within 30 days of the occurrence of such incident that on account of the above event the notifying party. Has delayed the performance of its work as it was beyond its reasonable control and it has not occurred due to negligence or default on its part.

Either party, as and when gives notice of force majeure shall provide confirmation of such event in the form of a certificate from the Government department or agency or chamber of commerce. The parties shall be relieved of their respective obligations to perform, hereunder for so long as the event of force majeure continues and to the extent their performance is affected by such an event of force majeure provided notices as above are given and the event of force majeure is established as provided hereinabove.

13. ARBITRATION AND SETTLEMENT OF DISPUTES:

In the event of any question, dispute or difference arising under this agreement or in connection therewith (except as to matter the decision of which is specifically provided under this agreement), the same shall be referred to sole arbitration of the Registrar or any other person as approved by the Vice-Chancellor, University of Delhi. There will be no objection for any such appointment on the basis that the arbitrator is an Employee of University of Delhi or that he/she has to deal with the matter to which the agreement relates or that in course of his/her duties as Employee of the University of Delhi or that he/she has expressed views on all or any of the matter under dispute. The award of the arbitrator shall be final and binding on the parties.

The arbitrator may, from time to time, with the consent of parties, change the time for making and publishing the award. Subject to Arbitration and Conciliation Act 1996 and the Rules made thereunder, as amended from time to time shall be deemed to apply to the arbitration proceeding under this clause. The proceedings of the arbitration shall be carried out in Delhi with its jurisdiction of courts at Delhi.

- 14. TAXES AND DUTIES:** The taxes and duties should be quoted separately and clearly. The terms such as Taxes and duties as applicable or at actual should not be mentioned in the bid. In the event of an increase in taxes/duties, the extra liability on account of these taxes shall be borne by University of Delhi. Similarly in the event of abolition/reduction of taxes/duties, the savings accruing to the bidder shall be passed on to University of Delhi.

15. TERMS OF PAYMENT:

- 15.1 PAYMENT MODE:** Payment will be released through RTGS only after the completion of supply order.

INSTRUCTIONS FOR ONLINE BID SUBMISSION:

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

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) 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.
- 4) 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 / nCode / eMudhra etc.), with their profile.
- 5) 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.
- 6) 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

- 1) 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.
- 2) 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.
- 3) 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

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) 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.
- 3) 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 / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) 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” or “Other Important Documents” area 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

- 1) Bidder should log into the site well in advance for bid submission so that they can 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.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. 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.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white 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. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

- 6) The server 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.
- 7) 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. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), 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.
- 9) 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

- 1) 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.
- 2) 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.

TECHNICAL BID

1. Name of the Company
2. Address (with Tele No. fax No. & e-mail)
3. Contact person Name and mobile number
4. (a) The number of years of experience in this field . _____
(purchase orders for last three years should be attached.)
- (b) Total value per year of Maintenance Business during the last three years
(Attested certificate from the Chartered Accountant should be attached)
5. (a) Registration Number _____
- (b) VAT number
- (c) PAN Number _____
- (d) Service Tax Number _____
6. Address of firm/shop with area of premises.
7. Whether owned/rented.
8. Bank details:

9. Confirm the Attachment:-

S. No.	Details	Whether attached	Page No.
1.	The bidder should have been in the business of Supply of Photocopy Papers at least for the last three years or more. (A certificate from the authorized signatory of the company is to be submitted along with the technical bid in this regard).	Yes/ No	
2.	The bidder must have average annual turnover of Rs. 15 lakhs or more for the last three years in the relevant field. Copy of Chartered Accountant certificate for the last three years, viz., 2013-14, 2014-15, 2015-16 or Balance sheet or Profit & Loss account is to be uploaded with the Technical Bid.	Yes/ No	
3.	The bidder should have an experience of three years in supply of photocopy papers to Ministries/Govt. Departments/State Govt./PSU and Bank etc. Certificate issued by an officer not below the rank of Section Officer are to be uploaded with the Technical Bid.	Yes/ No	
4.	Self-attested Copies of Service Tax Registration certificate, VAT Registration Certificate and PAN card have to be attached with Bid.	Yes/ No	
5.	The bidder must submit an Undertaking on its letter head that they have not been blacklisted by any State Government/Central Government/Public Section Undertaking/University in India for the last 3 years.	Yes/ No	
6.	The bidder must submit the certificate that all the terms & conditions indicated in the tender document are acceptable to it.	Yes/ No	
7.	The bidder must furnish all information in the prescribed proforma only and each page of the bid and supporting documents are to be duly signed by the bidder and affixed with the seal of the company.	Yes/ No	
8.	Detail of GSM for A-4, A-3 & Full scape size paper	Yes/No	
9.	Have you attached a tender acceptance letter	Yes/No	

Declaration

I hereby certify that the information furnished above are full and correct to the best of our knowledge. We understand that in case of any deviation is found in the above statement at any stage, the company will be black-listed and will not have any deal with the Organizations in future.

**Authorized Signature
with Seal of Company**

UNIVERSITY OF DELHI

ANNEXURE-II

FINANCIAL BID

S. No.	Description	Quantity (approx.)	Rate (per unit)	VAT/Taxes/ Levies	Total Amount (Inclusive of all taxes/Levies etc.)
1.	A/4 size- 75 GSM (210x297 mm, 500 Sheets Net weight 2.34 kg)	12000 Reams			
2.	A/3 size- 75 GSM (297x420 mm, 500 Sheets Net weight 4.68 kg)	1000 Reams			
3.	Legal Size – 75 GSM (215x345 mm, 500 Sheets Net weight 2.78 kg)	2000 Reams			
Grand Total (in Rs.)					

BIDDER
Signature of Authorized person
With seal of firm

**Form of Performance Guarantee
Bank Guarantee Bond**

1. In consideration of the University of Delhi (hereinafter called "The University") having offered to accept the terms and conditions of the proposed agreement between _____ and _____ (hereinafter called "the said Contractor (s)") for the work _____ (hereinafter called "the said agreement") having agreed to production of a irrevocable Bank Guarantee for Rs. _____ (Rupees _____ only) as a security/guarantee from the contractor(s) for compliance of his obligations in accordance with the terms and condition in the said agreement.

We, _____ (indicate the name of the Bank) _____ (hereinafter referred as "the Bank") hereby undertake to pay to the University an amount not exceeding Rs. _____ (Rupees _____ only) on demand by the University.

2. We, _____ (indicate the name of the Bank) _____ do hereby undertake to pay the amounts due and payable under this guarantee without any demure, merely on a demand from the University stating that the amount claimed is required to meet the recoveries due or likely to be due from the said contractor(s). 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 Rs. _____ (Rupees _____ only).
3. We, the said bank further undertake to pay the University any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal.

The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the Contractor (s) 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 University under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Registrar, University of Delhi, on behalf of the University certified that the terms and conditions of the said agreement have been fully and properly carried out by the said Contractor(s) and accordingly discharge this guarantee.

5. We, _____ (indicate the name of the Bank) further agree with the University that the University shall have the fullest liberty without our consent and without affecting in any manner our obligation hereunder to vary any of terms and conditions of the said agreement or to extent time of performance by the said Contractor(s) from to time or to postpone for any time or from time to time any of the powers exercisable by the University against the said contractor (s) 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 (s) or for any forbearance, act of omission on the part of the University or any indulgence by the University to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect or so relieving us.
6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s).
7. We, _____ (indicate the name of the Bank) lastly undertake not to revoke this guarantee except with the previous consent of the University in writing.
8. This guarantee shall be valid upto _____ unless extended on demand by the University. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs. _____ (Rupees _____ only) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

Date the -----day of -----for------(indicate the name of the Bank)

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

To,

Sub: Acceptance of Terms & Condition of Tender.

Tender Reference No: _____

Name of Tender / Work:-

Dear Sir,

1. I/We have downloaded/obtained 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. ____ to ____ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I/we shall abide hereby by the terms / conditions/ clauses 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. I/we do hereby declare that our firm has not been blacklisted/debarred by any Govt. Department/Public Sector undertaking.
6. I/we certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)

CHECK LIST

S. No.	Description	Page No.	Remarks, if any
1	Cost of the tender document (Rs. 1000/-)		
2	EMD (Rs. 75,000/-)		
3	Annexure – I (Technical Bid)		
4	Annexure – II (Financial Bid)		
5	Annexure-IV (Tender Acceptance Letter)		