



Core-1, Scope Complex, 7 Institutional Area, Lodhi Road, New Delhi-110 003 (INDIA)
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No. MMTC/ Admn./ Photocopy Paper/ 2015-16

03.07.2015

SUB : Tender for purchase of Photo Copier Paper.

MMTC Limited, with its Registered Office at Scope Complex, Lodhi Road, New Delhi – 110003, invites applications for purchase of Photo Copier Paper from experienced and competent agencies having its office and supply point in Delhi/NCR only.

All interested parties are requested to drop their sealed offers **comprising (A) TECHNICAL BID (Annexure – I) and (B) PRICE BID (Annexure – II)** duly superscripted on the envelop technical bid or price bid as case may be, bearing the name and address of the bidders in both bids in Tender Box kept in Administration Division, 2nd Floor, Scope Complex, Lodhi Road, New Delhi latest by 15.30 pm on 24th July, 2015. The technical bid will be opened at 16.00 p.m. on 24th July, 2015. Those bidders who are desirous of being present at the time of opening of bids may do so at their convenience.

Tender documents containing detailed terms and conditions can be downloaded from MMTC's website <https://eprocure.gov.in> or www.mmtclimited.com

General Manager (Admn)

TERMS AND CONDITIONS

1. Tenders should be accompanied with EMD of Rs.10,000/- (Rs. Ten Thousand only) through BC/DD favouring MMTC Limited, payable at New Delhi.
2. The agency should have minimum five (5) years work experience in the supply of Photo Copier paper and/or related work to various agencies of repute in Delhi/ NCR (Attach copies of work orders). Out of the five years experience till date, the agency should be in regular/ ongoing business of supply of Photo Copier paper during the last three years.
3. The agency must have its office and supply point in Delhi/NCR only.
4. The agency should be an income tax assessee having valid PAN number and having filed its return for the last three assessment years (copies of IT-returns may be furnished along with a copy of the PAN Card). Copy of DVAT Registration and service tax registration to be enclosed.
5. The rates quoted shall be valid for one year from the date of acceptance of the Tender documents. No request for increase in the rates and during the tenure of contract period shall be entertained under any circumstances or on any account.
6. One set of samples (duly signed and stamped by the authorized signatory) along with specifications to be enclosed in the tender for the items quoted by the participants.
7. Rates quoted should include all applicable taxes/ duties/ statutory levies etc. If rates are not specified separately, the prices quoted will be assumed as an all inclusive price.
8. Rates to be quoted in the prescribed format only. Rates submitted separately will not be considered.
9. The successful bidder shall be required to deposit a Demand Draft for Rs. 10000/- (Rs Ten Thousand Only) favoring MMTC Limited, payable at New Delhi towards security. The security amount is liable to be forfeited in the event of unsatisfactory work and or delay in execution of the work entrusted or in case of failure on the part of the supplier. The security deposit will be refunded to the supplier on successful completion of the contract period without any interest.
10. During the operation of the contract, if it is established that the supplier is not able to complete the job assigned in time, the contract can be terminated by

giving one/ two week's notice period and the job will be awarded to another supplier at their cost, expenses and risk.

11. On placement of work order, the supplier is required to execute the job within the specified delivery period. In case of failure, to supply the photo Copier paper within the specified time, for reasons beyond the supplier's control, there will be deduction in the bill submitted beyond the delivery date @ 5% per work on the total cost of the job.
12. In case the work is not done as per the specifications/requirement, MMTC will be at liberty to accept the same with suitable penalty or to straight away reject the entire material without paying any compensation on any ground.
13. MMTC will place the job orders on the supplier as per the requirement from time to time during the contract period.
14. Any dispute or differences arising out of the interpretation of any of the terms & conditions of the contract or the matters in dispute shall be referred to the sole arbitration of a person to be nominated by the Chairman & Managing Director (CMD) of MMTC, whose decision shall be final and binding on the parties to the contract. The venue of the arbitration shall be New Delhi.
15. MMTC reserves the right to reject any or all the Tender without assigning any reasons, thereof.
16. MMTC reserves the right to empanel one or more agencies for the jobs with identical rates or different rates.
17. Under Public Procurement Policy (PPP) issued by Ministry of Micro, Small & Medium Enterprises, Government of India for Micro & Small Enterprises (MSEs), a minimum 20% share out of the total procurement of goods and services by Central Ministries/ Departments /Public Sector Undertakings are to be made from MSEs. Further out of 20% target of annual procurement from MSEs, a sub-target of 4% is earmarked for procurement from MSEs owned by Scheduled Cast (SC)/Scheduled Tribes (ST) entrepreneurs. Preference will be given to firms registered with the Ministry of MSME/ its authorized agencies. While submitting their bids, such MSE's must submit their MSE registered certificate as proof that they are MSE registered vendors in terms of Public Procurement Policy for MSE's.

ANNEXURE – I

PROFORMA FOR TECHNICAL BID

- 1) Tenderer/ Supplier's Name:
- 2) Tenderer/ Supplier's Address with Telephone, Fax and E-mail:
- 3) PAN of the tenderer/ Supplier (Attach copy):
- 4) Registration No. of the tenderer/ Supplier (VAT No. and Service Tax No.)
(Attach copy)
- 5) EMD Details: DD No: _____, Dated: _____, issued by
_____ Amount Rs.10,000/-.
- 6) Details of experience in the field of supply of Photo Copier Paper:

S.No.	Name & Address of Organization

(Signature of Owner/Authorized Representative)

NAME OF THE AGENCY WITH SEAL

ANNEXURE -II

LIST OF ITEMS/ PRICE BID

(RS)

S.NO.	NAME OF ITEMS	PACKING	RATE
1	A 3 size (297 x 420 mm) Photo Copier Paper 75 gsm	500 sheets	
2	A 4 size (210 x 297 mm) Photo Copier Paper 75 gsm	500 sheets	
3	Size FS (215 x 345 mm) Photo Copier Paper 75 gsm	500 sheets	