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GOVERNMENT OF INDIA PRESS, GANDHINAGAR, NASHIK-422006.

D- 15017/P-I/17/2018-19

Date :-05.06.2018

E-TENDER NOTICE

Subject: Inviting of e-tenders for Supply of 85 reams of White Cartridge Paper 61 x 86 cms 150 GSM made from Virgin Pulp for Government of India Press, Nashik.

The General Manager for and on behalf of the President of India invites e-Tenders for Purchase of 85 reams of White Cartridge Paper in size of 61 x 86 cms/150 GSM made from Virgin Pulp for Government of India Press, Nashik.

2. The Tender shall be closed at 3.00 p.m. on **26.06.2018** and the technical bid will be opened on the next date i.e **27.06.2018** at 4:00 p.m. in presence of the authorized representative of the firms. The EMD will be returned to the unsuccessful Tenderers after completing all the formalities.

3. The scanned copy of the Earnest Money Deposit (EMD) & Tender fees must be uploaded with the Tender and originals of the both in a sealed envelope Superscribed with the words "**Tender for Supply of White Cartridge Paper, 61 x 86 cms/150 GSM**" is to be dropped in the tender box kept in Office of the P.Manager of Govt. of India Press Nashik, latest by **26.06.2018** at 3.00 p.m. The firm has to furnish Earnest Money Deposit (EMD) for Rs. 15,000/- in the form of FDR/ Bank Guarantee to be submitted in favour of "The General Manager, Government of India Press, Nashik" or in form of Demand Draft of any Nationalized Bank/Scheduled Commercial Bank in favour of "Pay & Accounts Officer (Ptg.), M/o of Urban Development, Nashik" payable at Nashik.

4. The **Price Bid** should be submitted **Online** and the rate for the said paper should be given in the Financial Bid as per the **Annexure –I**. The rate should be quoted clearly in figures and words separately including of all Taxes & Transportation. The envelope containing EMD i.e. Technical Bid will be opened first and if the EMD/Tender Fee not found in proper form, the offer of the firm will stand cancelled and their Price Bid will not be entertained.

5. The foremost requirement of participation in e-tender is to have a digital signature. Instructions to the Bidders to submit the bids online are also enclosed herewith as **Annexure-II**.

6. Eligibility criteria of Technical bid :-

Note: - The following documents should be submitted online as well as in hard copy in Technical Bid.

(i) The Earnest Money Deposit (EMD) of Rs. 15,000/- in original and their scanned copies should be submitted online as mentioned at point no. 3 above.

(ii) Scanned copy of the Pan Card)/GST No.

(iii) A sample of paper as per requisite specification should be furnished alongwith the tender for physical examination and approval of the material.

(iv) The bidder will have to submit their work profile in respect of work/service rendered in other Government department in the past.

Terms & Conditions of the Tender

1. The EMD will be forfeited in full if the Tenderer resiles from the offer.
2. The Earnest Money will be refunded to the unsuccessful tenders but the Govt. shall not be responsible for any loss or depreciation that may occur while in possession of the press nor be liable to pay any interest thereon.
3. The rates should be kept valid for 120 days from the date of opening of the quotations.
4. The firm will have to strictly follow all the Terms & Conditions mentioned in the e-Tender notice.
5. The firms have to quote the rate per ream including all Taxes, Transportation, loading & unloading at Press stores.
6. If the firm does not meet any of the criteria as mentioned in the Technical bid or the paper does not meet the Technical parameters as required by Govt. of India Press, Nashik, in that condition those bids will be declared technically non-responsive and their price bids will not be entertained.
7. The successful firm will have to supply the paper within 21 days from the date of issue of Supply Order/AOC failing which the penalty will be charged as per rules.

The General Manager, Govt. of India Press, Nashik reserves the right to reject/cancel the tender at any time/stage or amend/withdraw any of the terms and conditions contained in the Tender documents without assigning any reason thereof.

The documents are also available on the Website of Directorate of Printing, New Delhi, www.dop.nic.in & eprocure.gov.in.

Sd/-
(A.K. Saxena)
Dy. Manager

Copy to:- The Asstt. Director (CDN), Directorate of Printing, 'B' wing Nirman Bhawan, New Delhi-110011, with the request to upload the tender on the Website Directorate of Printing.



(A. K. Saxena)
Dy. Manager

Format of Price Bid**Annexure-I of the price Bid (BOQ)**

Sl. No.	Item	Rate Per Ream Including all Taxes, Transportation, Loading & Unloading (In figures and words)
1.	White Cartridge Paper 61 x 86 cms / 150 GSM	

Annexure-II**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:

- 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 "Click here to Enroll". Enrolment on the CPP Portal 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 / TCS / 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 / eToken.

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 formats. Bid documents may be scanned with 100 dpi with black and white option.
- 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" 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 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.
- 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 Tender Processing Section, 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.
- 5) A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the while 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 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.

- 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.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) 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.
- 10) 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 24 x 7 CPP Portal Helpdesk. The contact number for the helpdesk is 18002337315.

Schedule of Importance Dates:

Start date and time for view/downloading of tender document	06.06.2018
Start date and time for online submission of bid	06.06.2018
Last date and time for downloading of tender document	26.06.2018
Last date and time for online submission of bid and submission of EMD	26.06.2018
Date and time of opening of Technical Bid	27.06.2018
Address for Communication	The General Manager Government of India Press, Gandhinagar, Nashik-422006.